



**DEPARTMENT OF MANAGED HEALTH CARE  
EXAMINATION ANNOUNCEMENT FOR  
STAFF COUNSEL  
CONTINUOUS TESTING**

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.  
IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**OPEN/SPOT: SACRAMENTO/LOS ANGELES.** This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

**WHO SHOULD APPLY:** Persons who meet the minimum qualifications as stated on the Job Description (specification) may take this examination, which is competitive.

**HOW TO APPLY:** Submit application (Std Form 678) and training and experience questionnaire in person or by mail to:

Department of Managed Health Care  
Attn: Exam Unit  
980 9<sup>th</sup> Street, Suite 500  
Sacramento, CA 95814

Submit applications to the above address only. **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

**FINAL FILING DATE:** There is no final filing date. The testing office will accept applications continuously and will notify and test applicants as needed. To learn more about the testing arrangements, contact the testing office indicated below.

**MONTHLY SALARY RANGES:**

Range A:	\$4674 - \$4674
Range B:	\$4678 - \$5137
Range C:	\$5638 - \$6818
Range D:	\$6347 - \$7828

**MINIMUM QUALIFICATIONS:**

Applicants must have active membership in The State Bar of California before they will be eligible for appointment. Applicants who are not members of The California State Bar but who are eligible to take The California State Bar Examination will be admitted to the examination but will not be considered eligible for appointment until they are admitted to The State Bar of California.

**NOTE:** Applicants must show their membership number, title, and expiration number on their application.

**POSITION DESCRIPTION:** The Staff Counsel is a recruitment and developmental class for persons qualified to practice law in the State of California. Incumbents assigned to Range A perform the least difficult professional legal work of their department. Incumbents advance to Ranges B, C, and D and are assigned progressively more difficult professional legal work as their competence increases. Incumbents assigned to Range D independently perform professional legal work of average difficulty.

**EXAMINATION INFORMATION:** The entire examination will consist of an evaluation of training and experience weighted 100%. The Supplemental Application consisting of a training and experience questionnaire is designed to elicit specific information regarding each candidate's education and experience relative to the testing classification. Responses to the questionnaire will be assessed based on pre-determined rating criteria.

The Department of Managed Health Care reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**ELIGIBLE LIST INFORMATION:** Possession of the entrance requirement does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Names of successful competitors are merged into the open list established for use by the Department of Managed Health Care in order of final scores regardless of testing date. Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**VETERANS' PREFERENCE:** Veterans' preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for and have requested these credits. California Law limits granting of veterans' preference credits to entrance examinations. Instructions for applying for veterans' preference credits are provided on the Veterans' Preference Application form, which is available from the State Personnel Board or the department shown on this announcement.

#### GENERAL INFORMATION

**For an examination without a written feature,** it is the candidate's responsibility to contact the Department of Managed Health Care, Examination Services Unit, (916) 324-7153 three weeks after the final filing date if he/she has not received a progress notice.

**Applications are available** at the State Personnel Board, local offices of Employment Development Department, Department of Managed Health Care and the State Personnel Board's web site @ <http://www.spb.ca.gov>.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their score.

**The State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Eligible List:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional 2) departmental promotional, 3) multidepartmental promotional 4) servicewide promotional 5) departmental open 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible list will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans' preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**California Relay (Telephone) service for the deaf or hearing impaired:  
From TDD Phone 1-800-735-2929      From Voice Phone 1-800-735-2922**

State of California  
Business, Transportation and Housing Agency  
**Department of Managed Health Care**



## Training and Experience Questionnaire

### Staff Counsel - Department of Managed Health Care

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. The Staff Counsel examination for the Department of Managed Health Care consists of a Supplemental Application used to evaluate your education, training and experience.

This Supplemental Application consisting of a Training and Experience Questionnaire is a scored component accounting for 100% of your rating in this examination. It is important to complete the questionnaire carefully and accurately. Please be sure to enter your name on each page of the questionnaire. **Your responses are subject to verification before appointment to a position.**

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### **Section I - Minimum Qualifications**

The items in this section request information regarding your minimum qualifications for the position of Staff Counsel. Your responses to these items will not be scored; however, they will be used to determine whether you meet the minimum qualifications for the position.

1. Are you a current member of the California Bar?

☐ Yes      ☐ No

2. If you are not a current member of the California Bar, are you eligible in all respects to take the California Bar Examination?

☐ Yes      ☐ No

**CONTINUE TO PAGE 2**

## **Section II - Education**

Items in this section are used to determine your rating regarding educational background.

1. Enter the law school from which you graduated and your graduation date.

Law School:	Graduation Date:
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2. What was your grade point average upon graduation from law school?

☐ 3.5 or higher

☐ 3.0 to 3.49

☐ 2.9 or lower

3. Enter up to four (4) activities, committees, membership, professional organizations and/or honor society in which you participated while in law school.

	Activity, Committee, Membership, Professional Organization, Honor Society
1	
2	
3	
4	

**CONTINUE TO PAGE 3**

**Section II - Education (continued)**

4. Enter up to four (4) honors that you have been awarded. Indicate the award title and the reason for the recognition.

	Award Title	In Recognition of:
1		
2		
3		
4		

5. Did you participate in any of the following?

☐

Moot court

☐

Law review/journal

☐

Legal clinics (including law clerk or internship positions)

**CONTINUE TO PAGE 4**

**Section II - Education (continued)**

6. For each of the subject areas listed below **in which you have completed specific courses in law school**, enter the course title, the school in which you took the course, and the units earned for the course. Limit your entry to no more than four (4) courses per subject area.

Subject Area	Course Title	Law School in which Course was Taken	Units Earned
Health Law	1		
	2		
	3		
	4		
Civil Litigation	1		
	2		
	3		
	4		
Insurance Law	1		
	2		
	3		
	4		
Law and Medicine	1		
	2		
	3		
	4		
Administrative Law	1		
	2		
	3		
	4		

**CONTINUE TO PAGE 5**

**Section II - Education (continued)**

7. For each of the subject areas listed below **in which you have completed specific courses in law school**, enter the course title, the school in which you took the course, and the units earned for the course. Limit your entry to no more than four (4) courses per subject area.

Subject Area	Course Title	Law School in which Course was Taken	Units Earned
Public Contracting Law	1		
	2		
	3		
	4		
Fair Political Practices Law	1		
	2		
	3		
	4		
Employment Law (State civil service or private)	1		
	2		
	3		
	4		
Legislative Law	1		
	2		
	3		
	4		
Public/Government Law (e.g., Freedom of Information Act, Brown Act, Privacy Acts, legislative history, etc.)	1		
	2		
	3		
	4		

**CONTINUE TO PAGE 6**

### **Section III - Experience**

Items in this section are used to determine your rating regarding experience.

- Using the following rating scale, rate your experience in each of the areas listed in the table. Enter your job title, name of the organization in which the experience (paid or unpaid) was gained, and the dates worked in the capacity. For each area, enter no more than two (2) places in which you gained the experience. *Note that the information provided is subject to verification.*

#### **Rating Scale**

**0 = No experience**

**1 = Less than 1 year of experience**

**2 = 1 year or more of experience**

Area	Rating of Experience (use scale above)	Job Title and Name of Organization	Time Period (month/year)
<b>Health care</b> (e.g., health care lawyer, paralegal, law clerk, intern, legal analyst, nurse, certified health care provider, EMT, etc.)		1 Job Title:	From:
		Organization:	To:
		2 Job Title:	From:
		Organization:	To:
<b>Insurance/managed health care industry</b> (e.g., lawyer, law clerk, intern, paralegal, legal analyst, claims reviewer, customer services representative, etc.)		1 Job Title:	From:
		Organization:	To:
		2 Job Title:	From:
		Organization:	To:
<b>Government/health care policy</b> (e.g., lawyer, law clerk, intern, paralegal, legal analyst, research specialist, compliance officer, policy/program analyst, etc.)		1 Job Title:	From:
		Organization:	To:
		2 Job Title:	From:
		Organization:	To:
<b>Litigation</b> (e.g., civil, appellate, administrative)		1 Job Title:	From:
		Organization:	To:
		2 Job Title:	From:
		Organization:	To:

**CONTINUE TO PAGE 7**

### **Section III - Experience (continued)**

2. Using the following rating scale, rate your experience in each of the areas listed in the table. Enter your job title, name of the organization in which the experience (paid or unpaid) was gained, and the dates worked in the capacity. For each area, enter no more than two (2) places in which you gained the experience. *Note that the information provided is subject to verification.*

**Rating Scale:**

- 0 No experience**  
**1 Less than 1 year of experience**  
**2 1 year or more of experience**

Area	Rating of Experience (use scale above)	Job Title and Name of Organization	Time Period (month/year)
<b>Employment or labor law</b>	1	Job Title:	From:
		Organization:	To:
	2	Job Title:	From:
		Organization:	To:
<b>Public contracting law</b>	1	Job Title:	From:
		Organization:	To:
	2	Job Title:	From:
		Organization:	To:
<b>Consumer Advocacy</b>	1	Job Title:	From:
		Organization:	To:
	2	Job Title:	From:
		Organization:	To:
<b>Fair Political Practices Commission law</b>	1	Job Title:	From:
		Organization:	To:
	2	Job Title:	From:
		Organization:	To:

**CONTINUE TO PAGE 8**

**Section III - Experience (continued)**

3. Use the following rating scale when evaluating the factors identified in each of the items below. Place your rating in the box to the left of each item.

**Rating Scale:**

- 0 Never**  
**1 1 - 3 times**  
**2 4 - 6 times**  
**3 More than 7 times**

☐ How frequently have you made oral arguments in a legal proceeding (e.g., an administrative hearing or in civil or appellate court)?

☐ How frequently have you made oral presentations or speeches before committees, commissions, city councils, school boards, civic groups, etc?

☐ How frequently have you written legal memoranda or briefs, drafted legal opinions, or authored legal briefs or points and authorities?

☐ How frequently have you drafted or analyzed legislation, rules, regulations, ordinances, or similar documents?

☐ How frequently have you drafted, analyzed, or negotiated a contract, agreement, stipulation, or other similar document?

**CONTINUE TO PAGE 9**

### **Section IV - Applied Job Knowledge**

Using the rating scale below, rate your knowledge on each of the following factors. Place your rating in the box to left of each item.

**Rating Scale:**

- 0 No knowledge**
- 1 Minimal/some knowledge**
- 2 Significant/extensive knowledge**

Legal research methods and sources both printed and electronic

Professional ethics rules as they relate to the practice of law and the role of public attorneys

The legislative process at the state or federal levels

Law that applies to public entities (e.g., Bagley Keene Open Meeting Act, Public Records Act, Brown Act, etc.)

Administrative law

Law as it relates to health care and health care delivery systems

Administrative hearings

Appellate practice

Insurance law

***CONTINUE TO PAGE 10***

**Section V - Published Materials**

List no more than five (5) of your published materials such as law review, journal articles, books, short stories, etc.

	TITLE	TYPE OF PUBLISHED MATERIAL	APPROXIMATE DATE OF PUBLICATION
1			
2			
3			
4			
5			

***END OF QUESTIONNAIRE***